

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
<u>1. ALL Personnel</u>		<i>JFH</i>
<u>2.</u>		<i>MCR</i>
<u>3.</u>		<i>QMM</i>
<u>4.</u>		
<u>5.</u>		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

- ATTACHED Note fr BG FLYNN outlines OUR Requirements for The days Ahead.
- It Also serves to show how important OUR documentation is going to be.
- Obviously, I'll be calling on each of you AS we try to prepare A respond to This Note.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) <i>Jte Wm</i>	Room No.—Bldg. <i></i>
	Phone No. <i></i>